1. Students opened a word document and then generated random text to complete the following tasks:

* Saved word document to their folder – create a folder in your drive called **ICT SKILLS,** save this document as **WORD PROCESSING TASK 1**
* Changed margin sizes – page layout, margins, change to narrow
* Inserted header **WORD PROCESSING TASK 1** and footer with **DATE, NAME & PAGE NUMBER**
* Type up a paragraph of text as shown below

**Review: Harry Potter and the Deathly Hallows: Part 1**

THE seventh Harry Potter film is the weakest so far. I would not tell people not to see it and it wouldn't matter if I did. We are all on a journey which concludes next year with part two of Harry Potter and the Deathly Hallows. We've come so far since 2001; not seeing it through would be unthinkable.

* Find replace text **(Highlight the paragraph, Find Harry and replace with Fred)**
* Changed **text size to 14 point**, colour of **Title to RED** and **font type to Arial.**
* Inserted picture and format picture – Insert, picture, choose one of the sample pictures, right click on pictures and select **wrap text, tight. Reduce size.**



* Bullets and numbering – add **three comments** about the picture using **bullet points**
* Highlight text